

Subject: E-mail Public Groups for All Treasury Management Staff**For:** EMPLOYEE HANDBOOK
SUPERVISOR HANDBOOK**Also See:** ET-03116**Identification**

BT-03066

Bulletin

Effective Date

8-1-2007

Replaces

BT-03066 (9-1-2004)

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Three public groups are available on GroupWise to use when sending e-mails to Treasury management. These public groups are set up primarily for use by executives and administrators. However, other staff may use these groups **with authorization from an executive or administrator.**

- **TreasExecutives:** Use to send information to executives only.

Includes the State Treasurer, Chief Deputy Treasurer, Deputy Treasurers, and Directors of Bureaus/Offices.

- **TreasAdminExec:** Use to send information to all administrators and executives. (Executives should always receive information sent to administrators.)

Includes the head of each division, authority, trust, and the directors of offices within the Student Financial Services Bureau, along with all who are in the TreasExecutives group. (A few additional people/areas will receive information copies.)

- **TreasSupMgrAdminExec:** Use to send information to **all** supervisory personnel. (Administrators and Executives should always receive information sent to managers and supervisors.)

Includes Executives, Administrators, Assistant Administrators, Managers and Supervisors.

Use one of these public groups to ensure that information is received by all appropriate staff; **do not create or use a personal group or revise a public group.**

To send information to one of the management public groups:

1. Click on the Create New Mail button, **or**
Click on File/New/Mail in the menu bar, **or**
Press <Ctrl + M> keys.
2. In the To: box, type the appropriate group name as listed above (name will be highlighted as you type).
3. Press TAB to move to the next field and complete e-mail.

Note: When using a public group to send information, create the message as part of the e-mail instead of attaching a document (memo, letter, etc.) whenever possible.

These public groups are maintained by Forms and Document Services (FDS), Departmental Services Division, in cooperation with Department of Information Technology Help Desk staff. If changes/corrections should be made to these groups, contact FDS at 24-10735.

Refer to Policy ET-03116 in the Employee Handbook for additional information regarding use of e-mail.

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